

## CREATIVE RETIREMENT MANITOBA

### ANNUAL GENERAL MEETING

#### **RULES OF PROCEDURE ELECTRONIC MEETING**

1. **Login information.** Members who have indicated that they will be participating in the meeting will be sent, by e-mail at least two hours before the meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by phone. The Executive Director shall also include a copy of, or a link, to these rules.
2. **Log in time.** The Executive Director shall schedule the Internet meeting service availability to begin at least 15 minutes before the start of the meeting.
3. **Signing in and out.** Members shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. **Quorum calls.** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. **Technical requirements and malfunctions.** Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

6. **Forced disconnections.** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.
7. **Assignment of the floor.** To seek recognition by the chair, a member shall first unmute their device to indicate they wish to be acknowledged by the chair.
8. **Motions submitted in writing.** Members who participate in the meeting by phone may not submit motions in writing during the meeting but are entitled to make motions orally. Members may, however, submit motions in writing by sending them at least 5 business days before the meeting to the Executive Director, who shall send any such pre submitted motions by e-mail to all members in advance of the meeting.
9. **Voting methods.** All votes shall be taken by audible roll call. Business may also be conducted by unanimous consent.